PLAISTOW AND IFOLD PARISH COUNCIL

Minutes of the Parish Council's HR Committee meeting held on 22nd October 2026 at 7.30pm Kelsey Hall, Ifold.

Attendance Parish Councillors: Andrew Woolf (Chair); Sarah Denyer. Jane Bromley Parish Council Clerk.

As the meeting was not quorate the meeting will make recommendations to the Full Council Meeting on 11th November 2026.

HR/1/26 **Apologies for absence:** Parish Councillors: Paul Jordan and Phil Colmer.

HR/2/26 **Disclosure of interests:** None.

HR/3/26 **Minutes:** Recommendation to approve the Minutes and Confidential Minutes of the HR Committee meeting held on 13th October 2025 and resolve to sign via Secured Signing in accordance with Standing Order 12(g) at the next fully constituted HR Committee Meeting.

HR/4/26 **Exclusion of Press and Public**

HR/5/26 **Clerk and RFO Annual Appraisal**

Recommendation: - To review and complete the Clerk's Employee Appraisal and Development Form.

The Clerk's appraisal is recorded in Confidential minutes.

HR/6/26 **Meeting reconvened.**

HR/7/26 **Employment Rights Act 2025 Updates Relevant to the Parish Council:**

The following Policies were Recommended to Full Council.

7.1 Family-Friendly Policies (parental leave is now a day one right)

- **Paternity Leave & Pay Policy.**
- **Bereaved Partner's Paternity Leave Policy** (up to 52 weeks unpaid leave).

7.2 Sickness Absence Policy

(SSP payable from day one; removal of Lower Earnings Limit.
SSP calculated at 80% of average weekly earnings or flat rate (whichever is lower) from April 2026.)

7.3 Whistleblowing & Harassment Policies

(Sexual harassment now a qualifying disclosure under whistleblowing legislation (April 2026). Requirement from October 2026 for councils to take "all reasonable steps" to prevent harassment, including third-party harassment.)

DRAFT

7.4 Annual Leave Policy

(Holiday record retention (now 6 years).

The Clerk to include the number of full time equivalent holiday days in the policy.

7.5 Contract of Employment

The Clerks contract of Employment requires updating inline with the new Template NALC Policy.

- Consider the mechanism for this.

The Clerk to complete a draft of this for Full Council to approve.

7.6 Home and Lone Working Polices together with Risk Assessment. These are recommended for completeness and not as part of the ERA25 update.

- Home Working Policy
- Lone Working Policy- Consider mechanism of a risk assessment for lone working.
- Home Working Risk Assessment

The following two matters were not to be recommended to Full Council.

7.7 Staff Handbook

- Consider either producing in house a staff handbook covering all things employment and to consolidate the Policies for recruitment. (See example as produced by Worknest). I have an estimate for producing such a document from a local HR Services provider for £395 net.

7.8 HR Training

- Consider HR Training for Committee members. See attached quote for £150 net per hour.

As an additional matter the Chair ask the Clerk to duplicate below emergency actions to occur should the Clerk be indisposed for any length of time.

To find a Locum Clerk the Council would need to ask Admin@WSALC.co.uk (Emily Simpson)

For employer pay related issues. Employer services at WSCC

- Email: hr.customer.services@westsussex.gov.uk
- Phone: 01243 6(42148)

For HR Services in case of dispute resolution etc: Admin@wsalc.co.uk will recommend an HR Services provider.

The Clerk also provided the Chair with a home contact number in the event of any emergency involving the Clerk such as a car accident en route to a meeting.

HR/8/26 **Date of next meeting. October 2027.**

The meeting closed at 8.40pm

DRAFT